

JOB ANNOUNCEMENT
Virginia Department of Labor and Industry

<http://www.doli.virginia.gov/>

Job Title:	Statistical Analyst Sr. (Policy and Planning Specialist II)	Position No.:	00140
Recruitment Type:	Open to the General Public	Location:	Richmond City
Hiring Salary:	Pay Band 4 – Starting Salary up to \$38,000 annually with state benefits		
Closing Date:	Applications must be received by DOLI's HR Office by 5:00 p.m. on February 17, 2006		

Description of Essential Job Duties:

The Department of Labor and Industry's Research and Analysis team is seeking a self-motivated team leader to oversee and coordinate the data collection, compilation, analysis and dissemination of Virginia's occupational injuries, illnesses and fatalities in cooperation with the U. S. Dept. of Labor's Bureau of Labor Statistics. This key position serves as a subject matter expert and primary point of contact for complex statistical surveys, and provides daily guidance, direction, and training to the Research and Analysis team.

Qualifications:

Must demonstrate considerable knowledge of statistical survey instrumentation and methodology, as well as proven progressively responsible experience applying descriptive research methods and techniques. Experience with reporting formats and data processing applications are a must; as well as a demonstrated ability to organize data and communicate results effectively both orally and in writing. Requires effective team-leadership capabilities as well as exceptional customer service skills to include a proven ability to assess and respond to customer needs while managing multiple tasks and deadlines. Effective communication skills (verbal and written) are required with proven ability to compose official correspondence, compile narrative and statistical reports and deliver effective presentations. Knowledge of occupational safety and health programs is beneficial. Experience with government research programs helpful. Bachelors Degree with major studies in economics, statistics, mathematics or public administration is preferred. Verifiable fluency speaking, reading and writing Spanish is preferred, but not required. Selected candidates must successfully complete criminal and credit history background checks.

To Apply: Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office
13 South 13th Street,
Richmond, VA 23219
Fax No. (804) 786-0139
Email: dolihr@doli.virginia.gov

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment. Applications must be received by DOLI's Office of Human Resources by 5:00 p.m. on the posted closing date.

Contact: **Human Resource Office** **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner
Appointing Authority Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.